

## *Office of General Services*

### *Agency Mail*

The mission of Agency Mail is to provide effective and efficient mail service to as many governmental entities as possible. Our goal is to serve all governmental entities in the state of South Carolina.

- Serve all 46 counties in S.C.
- Drive 12 out-of-town night routes.
- Drive 5 in-town day routes.
- 894,342 miles driven statewide annually.
- Customer base is 588 out-of-town and 205 in the greater Columbia area. (Total 793)
- Cost savings to customers \$4,300,000.00
  - As compared to U. S. Postal Service.
- Volume of mail moved 1,410,171 lbs.
- Customer Satisfaction Rating - 4.3 out of a possible 5.
- Agency Mail offers all of our customers a 24-hour pick-up and delivery time frame for all mail.
- Agency Mail delivers time sensitive items such as payrolls, medications, lab samples and bio-hazardous material, etc.

### **RATES**

#### Agency Mail Service

1st class mail	\$1.10/lb
	(Approx. 10 letters)
4th class mail	\$.50/lb
1st class lab	\$1.10/lb

#### U. S. Postal Service

\$3.82/lb
\$3.74/lb
Do not carry

\*Agency Mail offers our customers costs savings far greater than our competitors, as shown by the above rates.